



DEPARTMENT OF HEALTH
AND SOCIAL SERVICES

"DMS - Serving Those Who Serve Delaware"

Division of Management Services

DIRECT RECRUITMENT UPDATES

(As of September 8, 2006)

Applications for the following classifications in Pay Grades 1-5 are being accepted at the specified locations. Completed and signed State of Delaware application forms are to be submitted directly to the appropriate address, as noted.

NOTE: A labor organization has been elected by employees as their representative for collective bargaining and other work-related purposes. The person selected for this position shall, as a condition of employment, join and pay dues to the labor organization or may, instead, not join, but pay a service fee no greater than the dues. The labor organization is required to represent all employees, even those who do not join. Employees who do not join pay a fee for these representation services provided on their behalf.

Some positions listed are represented by a labor organization.

Applicants must pass a background check. Applicants may also be required to submit to pre-employment drug testing.

BENEFITS: These include 15 paid vacation days, 12 paid holidays, sick leave with pay, liberal pension, and health and life insurance. For part-time employees, vacation and sick leave are credited on a pro-rated basis.

ONLINE APPLICATION PROCEDURE: Applicants may apply for State jobs, accessing job postings and employment applications via the Internet at www.delawarestatejobs.com/postings.

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.

TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

DIRECT DEPOSIT OF PAYCHECKS WILL BE REQUIRED AS A CONDITION OF EMPLOYMENT FOR ALL NEW EMPLOYEES.

THE STATE OF DELAWARE IS AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER.

DELAWARE HOSPITAL FOR THE CHRONICALLY ILL

CUSTODIAL WORKER

Pay Grade: 1

Starting Annual Salary: \$17,176

Minimum Requirements: Applicants must complete a Supplemental Questionnaire for ranking on the register.

FOOD SERVICE WORKER – 40% Part-Time

Pay Grade: 1

Starting Annual Salary: \$6870.40 (40% of \$17,176)

Minimum Requirements: Ability to keep simple records and follow instructions.

FOOD SERVICE WORKER – 80% Part-Time

Pay Grade: 1

Starting Annual Salary: \$13,740.80 (80% of \$17,176)

Minimum Requirements: Ability to keep simple records and follow instructions.

FOOD SERVICE WORKER – Full Time

Pay Grade: 1

Starting Annual Salary: \$17,176

Minimum Requirements: Ability to keep simple records and follow instructions.

LAUNDRY WORKER – 40% Part-Time

Pay Grade: 1

Starting Annual Salary: \$6870.40 (40% of \$17,176)

Minimum Requirements: Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Knowledge of basic mathematics, i.e., addition, subtraction.
2. Ability to read, write and understand English.

LAUNDRY WORKER – 60% Part-Time

Pay Grade: 1

Starting Annual Salary: \$10305.60 (60% of \$17,176)

Minimum Requirements: Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Knowledge of basic mathematics, i.e., addition, subtraction.
2. Ability to read, write and understand English.

DELAWARE HOSPITAL FOR THE CHRONICALLY ILL

LAUNDRY WORKER

Pay Grade: 1

Starting Annual Salary: \$17,176

Minimum Requirements: Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Knowledge of basic mathematics, i.e., addition, subtraction.
2. Ability to read, write and understand English.

SUPPLY, STORAGE AND DISTRIBUTION CLERK II

Pay Grade: 2

Starting Annual Salary: \$17,412

Minimum Requirements: Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Knowledge of basic mathematical computations.
2. Knowledge of filing, sorting or record-keeping procedures.
3. Ability to communicate effectively.

TELEPHONE OPERATOR

Pay Grade: 4

Starting Annual Salary: \$19,935

Minimum Requirements: Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Knowledge of telephone systems operations.
2. Knowledge of telephone recordkeeping and/or administrative procedures.
3. Proficient in oral communication.

SEND COMPLETED AND SIGNED APPLICATIONS TO:

**Jennifer Francois
Human Resources Office
Delaware Hospital for the Chronically Ill
100 Sunnyside Road
Smyrna, DE 19977
Phone: (302) 223-1550**

DELAWARE PSYCHIATRIC CENTER

CUSTODIAL WORKER

Pay Grade: 1

Starting Annual Salary: \$17,176

Minimum Requirements: Applicants must complete a Supplemental Questionnaire for ranking on the register.

FOOD SERVICE WORKER

Pay Grade: 1

Starting Annual Salary: \$17,176

Minimum Requirements: Ability to keep simple records and follow instructions.

SENIOR FOOD SERVICE WORKER

Pay Grade: 3

Starting Annual Salary: \$18,635

Minimum Requirements: Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Experience in food service work in an institutional or commercial setting.

SEND COMPLETED AND SIGNED APPLICATIONS TO:

**Tonya Brady
Human Resources Office
Delaware Psychiatric Center
1901 N. Dupont Highway
Springer Building
New Castle, DE 19720
Phone: (302) 255-2740**

EMILY P. BISSELL HOSPITAL

CUSTODIAL WORKER

Pay Grade: 1

Starting Annual Salary: \$17,176

Minimum Requirements: Applicants must complete a Supplemental Questionnaire for ranking on the register.

FOOD SERVICE WORKER

Pay Grade: 1

Starting Annual Salary: \$17,176

Minimum Requirements: Ability to keep simple records and follow instructions.

OPERATIONS SUPPORT SPECIALIST

Pay Grade: 5

Starting Annual Salary: \$21,334

Minimum Requirements: Applicants must have education, training, and/or experience demonstrating competence in each of the following areas:

1. Experience in office operations.
2. Knowledge of data collection.
3. Knowledge of the use of an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. Knowledge of record keeping.

SEND COMPLETED AND SIGNED APPLICATIONS TO:

**Myrtle Dant-Willis
Human Resources Office
Herman Holloway Campus
Main Building -2ND Floor
1901 N. DuPont Highway
New Castle, DE 19720
Phone: (302) 255-9074**

GOVERNOR BACON HEALTH CENTER

CUSTODIAL WORKER

Pay Grade: 1

Starting Annual Salary: \$17,176

Minimum Requirements: Applicants must complete a Supplemental Questionnaire for ranking on the register.

FOOD SERVICE WORKER

Pay Grade: 1

Starting Annual Salary: \$17,176

Minimum Requirements: Ability to keep simple records and follow instructions.

COOK

Pay Grade: 5

Starting Annual Salary: \$21,334

Minimum Requirements: Applicants must complete a Supplemental Questionnaire for ranking on the register.

1. Experience in volume meal preparation.
2. Ability to communicate effectively orally.

OPERATIONS SUPPORT SPECIALIST

Pay Grade: 5

Starting Annual Salary: \$21,334

Minimum Requirements: Applicants must have education, training, and/or experience demonstrating competence in each of the following areas:

1. Experience in office operations.
2. Knowledge of data collection.
3. Knowledge of the use of an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. Knowledge of record keeping.

SEND COMPLETED AND SIGNED APPLICATIONS TO:

**Brenda Gratkowski
Human Resources Office
Herman Holloway Campus
Main Building -2ND Floor
1901 N. Dupont Highway
New Castle, DE 19720
Phone: (302) 255-9080**

STATE OF DELAWARE

**State Personnel Office
Employment Services
Townsend Building
401 Federal Street, Suite 5
Dover, DE 19901**

☐

Custodial Worker (Code: 62251)

☐

Senior Custodial Worker (Code: 62257)

SUPPLEMENTAL QUESTIONNAIRE

Name of Applicant _____

Social Security Number _____ Date _____

Please check the areas in which you have Training or Experience. Answers must be verified by the information provided on your application under Employment History, Education History, or in Additional Notes. Once you have completed this form, please submit it to the agency listed in the Job announcement.

Task No.	Task Statement	Have you performed this task?		Have you had training in this task?	
		Yes	No	Yes	No
1.	Clean floors and carpets using heavy duty broom and vacuum cleaners.				
2.	Clean floors using heavy duty wet and dry mops, shampoo machines, scrubber machines and cleaning solutions.				
3.	Strip wax from floors using an automatic floor keeper machine.				
4.	Wax, buff and polish floors using polishing and buffing machines.				
5.	Clean, dust and polish furniture, light fixtures and accessories using polish, wax, dusting cloth and polishing cloth.				
6.	Move furniture and/or equipment in order to clean the area or set up rooms for special events.				
7.	Clean and disinfect restrooms, patients' rooms and public areas with cleaning solutions.				
8.	Wash walls, woodwork, windows and venetian blinds using cleaning solutions and ladders.				

Task No.	Task Statement	Have you performed this task?		Have you had training in this task?	
		Yes	No	Yes	No
9.	Empty waste paper baskets and take trash to the dump or to the incinerators to be burnt.				
10.	Report defective and/or broken equipment in order to get equipment repaired or replaced.				
11.	Clean refrigerators, freezers and/or ice machines using cleaning solutions to be sure they are kept clean and germ free.				
12.	Maintain adequate supplies in order to guarantee supplies will be there to use when needed.				
13.	Clean draperies using a vacuum cleaner.				

CERTIFICATION

I hereby certify that this supplemental questionnaire contains no misrepresentation or falsification and is true to the best of my knowledge. All information is subject to verification.

Name: _____ **SSN:** _____

Signature: _____ **Date:** _____